

Ryan White Planning Body: Meeting Agenda & Minutes
Serving Anson, Cabarrus, Gaston, Mecklenburg, Union, and York Counties

Executive Team Meeting Details

Time	Wednesday, May 22, 2019; 2:30 PM – 4:00 PM
Location	Room 4006, Valerie C. Woodard Conference Center Suite 4000 (Door E) / 3205 Freedom Drive, Charlotte, NC 28208
Members attending	Annette Huffstead, Shannon Farrar, Chelsea Gulden, Lamar Gill, Kayla Earley (<i>ex-Officio</i>)
Meeting goals	1. Update PSRA Procedure for efficiency 2. Revise data into a readable, meaningful presentation

Agenda

Topic	Presenter	Time
Review & revise new online PSRA tool & agenda	Everyone	2:30-3:10
Review & revise Care Continuum data / other data to be used during PSRA	Everyone	3:10-3:50
Other business		3:50-4:00

Action Items for follow up	Assigned To	Due Date
Take & share Needs Assessment survey	Everyone	6/30/19
Bring laptop to PSRA: Wednesday, July 24; 10:30a-4:30p ; 3205 Freedom Drive, Charlotte; Rooms 4014-4015	Everyone	7/24/19
Ask RW Staff to bring laptops / devices to PSRA for use by consumer members	Kayla Earley	7/17/19
Finalize online PSRA tool & add drop-down definitions	Kayla Earley	7/17/19
Make a Reference/Resource Guide of Ryan White Parts & HOPWA in the TGA	Chelsea Gulden	7/17/19
Make Member nametags bright color	Kayla Earley	7/24/19
Update Service Expenditures data / charts	Kayla Earley	7/17/19

Minutes

Planning Body Executive Team reviewed an online PSRA tool using Qualtrics to assist voting members with quickly and electronically ranking service priorities during PSRA. Executive Team agreed that this online tool will be more efficient. Farrar advised that each service category should include a drop-down definition when hovered over; Earley to request this with a MCPH employee who has a Qualtrics license. Team suggested asking people with laptops / other devices to bring them for use during PSRA. Earley to ask RW Staff to bring laptops / tablets for use by voting members who do not have devices.

Earley reviewed HIV Care Continuum data pulled from CAREWare for Ryan White Part A clients in the TGA during Fiscal Year 2018-2019. Gulden asked how we are defining “retained in care;” Earley to follow up with TriYoung consultant for his definition. After discussion about various factors contributing to potentially misleading Care

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Continuum data, Gulden advised that the Care Continuum data is not useful for PSRA. Instead, the Planning Body would benefit more from knowing:

1. What's being used?
2. What's having an impact?

Gulden requested that Earley ask providers to respond to: "How many units of service did you provide and not get paid for?" to provide a larger scope on the TGA's need for services beyond Part A funding. Gulden to make a reference guide on the Ryan White Parts and HOPWA resources (previously reviewed during the 3/20/19 Planning Body Data Orientation) to distribute to members during PSRA. The Team reviewed and adapted the PSRA Agenda accordingly.

The Team also suggested separating voting members from other participants during PSRA to eliminate confusion with who can vote during this process. Gulden suggested color-coding name tags to allow for easy recognition of voting members; Earley to implement this by PSRA. Earley will have tables set up to allow members to sit toward the front of the room with members' nametags placed before the meeting. Non-voting participants will collect nametags as they arrive and sit in a gallery section behind voting members to eliminate confusion.

Team reviewed Service Expenditure data, which is not current for Fiscal Year 2018-2019. Earley to update this information and send to Executive Team in an easier-to-read format upon receiving updated data from Mecklenburg County's Fiscal team.

Lastly, the Team reviewed live results of the ongoing 2019 Needs Assessment and made notes for changes in wording to be made next year to improve clarity and accurate data collection.

Meeting adjourned at approximately 4:00 PM.
